



Job Description

Job Title: Homebound Services Specialist
Position Code: 2E23, BE23
Job Classification: Exempt

Supervisor: Director II
Pay Grade: 31
Contract Length: 245 Days

Job Summary

Responsible for coordinating homebound and home based services for qualified students that are unable to attend school for approved reasons. Position ensures the continuity and integrity of instructional services to the student and providing for any other arrangements essential to homebound instruction and the return of the student to school.

Essential Duties

1. Evaluate data provided and assign teachers as appropriate.
2. Determine start and end date of services provided based on the guidelines given by the State Department of Education.
3. Work with teachers, parents and students in resolving problems.
4. Maintain accurate records for the homebound program.
5. Prepare homebound forms for the school guidance offices.
6. Prepare homebound student information packages for teachers.
7. Prepare, verify and submit payroll to supervisor.
8. Generate year end financial reports for the state homebound office.

Other Duties

1. Performs any other related duties as assigned by the Coordinator II, Equity & Accountability or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills & Abilities Required)

Must possess a Bachelor's degree in counseling, social work, psychology, education, or a related field with some related experience providing services for school aged children; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess a demonstrated knowledge and understanding of school law as it relates to homeless students; intervention strategies; and referral sources. Must possess excellent assessment, case management, interpersonal, and communication skills. Must possess the ability to interpret homeless law; provide support activities for students and their families; and conduct training to staff. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.

Working Conditions and Physical Requirements

Duties are performed in various environments to include in an office environment, at school sites, at homeless shelters, and in the community with no unusual physical demands. Work involves physical effort encountered in normal, everyday office activities. Position requires occasional local travel in the community. While performing the duties of this job, the employee is occasionally exposed to angry students/parents and neighborhoods considered to have high levels of violence potential.

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Supervision Exercised: None

Supervision Received: Director II

This job description in no way states or implies that these are the only duties to be performed by this employee. The Homebound Services Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Director II or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date